

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ALLOWABLE CONFERENCE EXPENSES**

EXPENSE	ALLOWED WITH DETAILED RECEIPTS	NOTES	NOT ALLOWED
LODGING	Conference hotel rates should be booked early to take advantage of group rates	<ul style="list-style-type: none"> Itemized hotel bill needs to be submitted with claim Lodging will be reimbursed at conference hotel rate 	<ul style="list-style-type: none"> Additional lodging costs resulting from additional travel time for employee's convenience Mini-bar
CALIFORNIA TRAVEL BAN	As a result of State Assembly Bill 1887, the state of California prohibits travel to certain states	Review list of prohibited states on website	
AIRFARE	Fares must be at the lowest possible rate; i.e. economy, coach	<ul style="list-style-type: none"> Book early to obtain best rates For Southwest flights, book the lowest rate or "Wanna Get Away" rates 	<ul style="list-style-type: none"> Upgrades are not allowed and must be paid by employee No Early Bird check-in No Business or First Class
MEALS	<p>Itemized, detailed meal receipts must be submitted with conference expense.</p> <p>Include a copy of the conference agenda</p>	<ul style="list-style-type: none"> Until Per Diems are authorized, meals should be at reasonable amounts. If the receipt is for multiple approved conference attendees, provide the names Tips should be no more than 20% Include an itemized, detail meal receipt for room service Include conference agenda 	<ul style="list-style-type: none"> Meals if provided by conference; i.e., breakfast and/or lunch Alcoholic beverages Costs of meals for family and/or friends Meals consumed while enroute to/from the conference
RENTAL CAR	Economy car	The renting of a car should be done only if the overall cost is less than or equal to what typical rideshare costs would be.	<ul style="list-style-type: none"> Rental dates beyond conference dates No luxury cars
PERSONAL CAR	<ul style="list-style-type: none"> If employee prefers to drive instead of fly, a printout of the airfare costs must be attached. Provide google map of route which shows the total miles driven 	<ul style="list-style-type: none"> Mileage cannot exceed the cost of airfare plus ground transportation Reimbursement will be made based on the lesser amount Origination point is your place of work 	<ul style="list-style-type: none"> Gas Mileage other than to and from conference destination (travel not related to business purpose)
PARKING	Parking receipts must be attached to claim	Parking should be done at economy lot	Extra days beyond the conference dates are not allowed
MILEAGE	Print route from an online tool, such as Google Maps, which shows the total miles driven	Look at website for the latest IRS mileage rate allowed	Do not include mileage for trips outside of business purpose
INCIDENTAL EXPENSES	Other incidental, ordinary and necessary expenses do not require receipts	Expenses under \$25	<ul style="list-style-type: none"> Valet Parking service Dry cleaning/laundry Salon services
ADVANCES	Advances/p-card payments should be deducted on form	Deduct the amount advanced or paid via p-card from total amount to be reimbursed	Note: advances not cleared will be considered wages and reported on W2.